University of Michigan
School of Public Health
Dietetic Internship Handbook
(https://sph.umich.edu/about/index.html)
(https://sph.umich.edu/ns/programs/internship.html)

Theresa Han-Markey, MS, RD
(hanmark@umich.edu)
DI Director
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INTRODUCTION

Welcome to the University of Michigan School of Public Health Dietetic Internship (U-M SPH DI). The DI has a community nutrition focus and a strong food sustainability elective component. It is administered through the Department of Nutritional Sciences in the School of Public Health. The DI, established in 1990, accepts graduates with a MPH, MS or PhD degree. Additionally, this DI accommodates an Ann Arbor or distance based location, full time or part time options and credit for prior learning experiences.

This handbook provides you with information to introduce you to the internship. In addition, information is available at the program’s website https://sph.umich.edu/ns/programs/internship.html. U-M SPH DI will work with you to facilitate your progress and completion of the U-M SPH DI.

MISSION

The mission of the U-M SPH DI is to develop competent entry-level dietitians by providing a quality supervised practice experience incorporating:

- Critical thinking skills
- Current practice skills
- Compassion and cultural competence
- High level of ethical and professional practice

GOALS and OBJECTIVES

Provide a professional environment for practice and experience to enable dietetic interns to develop knowledge and skills in the areas of core competency with a community based emphasis.

- Over a five year period, 90% of full-time enrolled interns will complete all program requirements within 45 weeks planned for completion.
- Over a five year period, 90% of part-time enrolled interns will complete all program requirements within 90 weeks planned for completion.
- Over a five year period, the pass rate for the program graduates taking the registration examination for the first time will be at least 90%.
- Over a five year period, 75% or more of the program graduates who sought employment in dietetics will be employed within six months of program completion
- Over a five year period, 100% of enrolled interns will complete a community nutrition elective rotation during the internship.

Remain responsive to the evolving role of dietitians and nutrition practice by providing supervised rotations in areas of emerging practice.

- Over a five year period, 100% of enrolled interns will attend a nutrition professional continuing education conference.
- Over a five year period, 100% of enrolled interns are provided elective rotation choices in evolving areas of practice.

U-M SPH DI outcomes data is available upon request.
STUDENT LEARNING OUTCOMES ASSESSMENT

Student learning outcomes assessment is defined as the ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic programs. Assessment is tied to program goals and objectives. The U-M SPH DI is engaged in a continual assessment of its program goals and objectives. Assessment results are reported and discussed. Improvements in the program and curriculum are made as a result of these discussions. Comments about assessment are welcome. Results are available upon request.

THE INTERNSHIP

The U-M SPH DI provides training in one concentration area: community nutrition. Emphasis is placed on the role of optimal nutrition in disease prevention and health promotion. The U-M SPH DI provides training in one concentration area: community nutrition. Emphasis is placed on the role of optimal nutrition in disease prevention and health promotion. The U-M SPH DI provides training in one concentration area: community nutrition. All interns rotate in food service, clinical and outpatient clinical sites and interns may preference rotation sites based on their interests.

The U-M SPH DI provides a minimum of 1200 supervised practice hours. This internship may be completed full-time, 40 hours/week, part-time 20-24 hours/week or distanced based. Interns are allowed to submit up to 200 hours from prior learning experiences. For those that submit prior learning hours, a minimum of 1080 supervised hours are scheduled in various rotations. The U-M SPH DI Director will evaluate prior experiential and professional experience and, as appropriate, exempt supervised practice hours based on this evaluation. These exempted hours will contribute to the minimum 1200 ACEND required practice hours. Further specified guidelines and policy concerning supervised practice hour exemption, please see this website: https://sph.umich.edu/ns/programs/internship.html

Internship participants are varied. U-M SPH students who already have DPD verification from their undergraduate institution may pre-select the U-M SPH DI while others will be accepted through DICAS Match. Approximately two interns will be accepted/year through the match process.

Admission requirements include but are not limited to:

- completion of the ACEND approved didactic program in dietetic course work
- past work experience
- good academic standing, expected overall GPA 3.5 or better
- GRE score above average
- Personal essay
- Reference letters

Supervised Practice Rotations

The U-M SPH DI has a planned curriculum based on the program's environment, mission, goals, and expected outcomes. The curriculum supports achievement of student learning and expected competence of the graduate. Supervised practice and didactic learning activities prepare Dietetic Interns for professional practice with patients/clients with various conditions, including, but not limited to the following: weight management and obesity, diabetes, cancer, cardiovascular, gastrointestinal and renal diseases. In addition, these activities utilize the nutrition care process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females, and the elderly. These learning activities occur in various settings including inpatient and outpatient care, long-term care, a wellness program, public health/community, (including schools and WIC), and others determined by the program.
**Practice Rotation Sample**

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**REQUIREMENTS OF SUCCESSFUL DIETETIC INTERNSHIP COMPLETION**

One goal of the U-M SPH Dietetic Internship is to develop the intern’s competency in the following areas: leadership, time management, critical thinking, problem solving and effective communication. Interns are required to demonstrate mastery of content areas to the internship faculty via predetermined assignments and projects while preceptors assess and evaluate the intern’s day-to-day skill progression.

**COMPONENTS OF SATISFACTORY PERFORMANCE**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) core competencies specify what every dietitian should be able to do at the beginning of his/her practice career. The core competency statements build on appropriate knowledge and skill necessary for the entry-level practitioner to perform reliably and competently. In order to receive the verification statement from U-M SPH Dietetic Internship, the intern must successfully meet all ACEND core competencies prior to completion of the dietetic internship, complete all rotations with a minimum of 1200 total supervised practice hours, as well as demonstrate satisfactory perform in the following:

**Effective Communication** (oral and written, individual and team, formal and informal) as evidenced by:
- Participate in all required communication with U-M SPH faculty, assigned mentors and preceptors
- Bi-weekly critical review/journal entries posted to ctools due to the DI Director by the posted due date. These entries are to describe 3-4 competencies achieved on the assigned rotation.
- Active participation in individual and group discussions either in person or via ctools to demonstrate knowledge and understanding of topics
- Other communication both oral and written as assigned
• Successful completion of oral and written reports as assigned
• Email is considered an official means of communicating with interns. All interns are responsible for checking their U-M SPH ctools site and umich email accounts in a timely manner

Effective Time Management as evidenced by:
• Attendance at all professional meetings and requirements; any absences must be reported to the preceptor and the DI Director
• Attendance at conferences and appointments at scheduled times
• Assignments, projects and other internship requirements are completed within the assigned time frame; if additional work on the assignment or requirement is necessary to achieve mastery or entry-level competence, this work is completed within the agreed upon time frame
• Respectful of other people’s time: preceptors, instructor and other interns. Schedule appointments, prepare questions and concerns in advance when possible and be prepared for all meetings

Problem solving and critical thinking evidenced by:
• Developing and displaying flexibility, initiative and an ability to work with others when engaged in problem solving
• Maintain an electronic portfolio throughout the internship. This portfolio is used to store artifacts and reflections that serve to document that all required assignments and experiences in the internship are satisfactorily completed

COMPONENTS OF EVALUATION

Evaluation is a critical component of the internship and continues throughout the professional career. Interns will have the opportunity to develop skills in self-evaluation during the internship course work and planned experiences. Interns, faculty and preceptors participate in the performance evaluation conferences scheduled in the various practice sites. The conferences identify areas of strength and areas lacking preparation and experience. All conferences should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetic practitioner skills. Interns can expect to receive oral feedback from preceptors throughout the internship.

Formal evaluation occurs at pre-determined times throughout the internship using specified evaluation forms. Evaluations include both assessments of the intern’s progress as well as assessments of the intern’s knowledge and performance in rotations. Preceptors/instructors completing the evaluation use the provided form and review the completed form with the intern prior to signatures. It is the intern’s responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. This form is returned to the DI Director.

Informal evaluation occurs at many times during the rotation. Again, these evaluations should be viewed as an opportunity to gain in insight and adjust performance, as needed. No written materials are required from these exchanges.

Interns are given an opportunity to evaluate the specific rotation experiences. Feedback is garnered via ctools entries and/or forms and will be used to evaluate future improvements in the program as well as provide feedback to preceptors. Interns are evaluated using the following scale:

• 3 - Acceptable. High level of accomplishment and performance for student at this point in program. Works well with minimal direction and supervision.
• 1 - Unacceptable. Some accomplishment but quality of work does not meet competency criterion. Requires close direction and supervision.
• 0 - Not shown. Behavior would have been appropriate but not attempted by the student.

If an intern is not progressing in a satisfactory manner, the preceptor will notify the intern. The preceptor will also notify the DI Director either by phone or email. A corrective plan of action with a specified time line will be put into place, as defined by the preceptor, intern and director. If this plan of action for the intern does not result in an acceptable evaluation, further
action and possible dismissal will take place. The U-M SPH Dietetic Internship follows the grievance procedures outlined on this website: https://sph.umich.edu/student-resources/mpm-mhsa.html. Lastly, the electronic handbook presents additional policies to address this action.

Registered Dietitian Exam

Upon successful completion of the supervised internship, students will be issued a Verification Statement, declaring that they have completed the internship and are eligible to write the Registered Dietitian (RD) Examination. The exam is a computerized exam, available by appointment after the Commission on Dietetic Registration (CDR) has received notice of internship completion.

The Commission on Dietetics Registration (CDR) of the Academy of Nutrition and Dietetics (ACEND) awards registration credentials to those who pass the registration exam (administered by ACT) for dietitians. Individuals qualifying to write the registration exam have earned a bachelor degree, completed an accredited dietetics program, and completed supervised practice (please see diagram below). Registered dietitians nutritionists are required to complete seventy-five hours of continued education over a five-year period to maintain registration.

To become a RDN, one must:

1. Receive a Verification Statement by having completed a Bachelor’s degree and an accredited Didactic Program in Dietetics or dietetics major
2. Complete a postgraduate accredited Dietetic Internship
3. Pass the Registration Examination for Dietitians
4. Additional CDR Certifications (Optional)
   - Board Certified Specialist in Gerontological Nutrition (CSG)
   - Board Certified Specialist in Sports Dietetics (CSSD)
   - Board Certified Specialist in Pediatric Nutrition (CSP)
   - Board Certified Specialist in Renal Nutrition (CSR)
   - Board Certified Specialist In Oncology Nutrition (CSO)
   - Fellow of the Academy of Nutrition and Dietetics (FAND)
   - Additional non-CDR Certifications (Optional):
     - Certified Diabetes Educator (CDE)
     - Certified Culinary (CC)
     - Certified Lactation Educator (CLE)
     - International Board Certified Lactation Consultant (IBCLC)

Accreditation Status

The U–M SPH Dietetic Internship is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL (telephone #800-877-1600, extension 5400) through June 30, 2017.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.
Graduates of ACEND accredited/approved Dietetic Internship (DI) programs who are verified by the program director receive the verification statement. Graduates who successfully complete an accredited dietetics internship are eligible to write the CDR registration examination for dietitians. An accreditation site visit by ACEND occurred in 2004. Both the Didactic Program in Dietetics and the U-M Dietetic Internship earned continued accreditation after this visit. The next review and site visit is scheduled for 2016.

For further information, please contact:
ACEND
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
Phone: 800/877-1600 Ext. 5400
E-mail: acend@eatright.org

Employment Opportunities

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.

- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.

- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.

- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.

- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.

- **Universities and medical centers**, teaching physician’s assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.

- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

Program Details

Costs and Payment Schedule

The 2016 fee for the U-M SPH DI is $8,000. Full payment is due the first day of orientation. Payment will be accepted in check form only, made payable to: University of Michigan.

The following items are included in the internship fee:
- Student Academy membership
- Lab coat
- Identification badge
● TB testing ($10 reimbursement)
● University computer and library privileges
● Ann Arbor Transportation Authority (AATA) bus fare (only fare covered by ID card)
● Printing costs for Internship related materials
● Liability (malpractice) insurance
● Fingerprinting, when required by state supported facilities (schools and nursing homes)
● Drug testing and criminal background checks
● One professional conference registration fee

The following items are not included in the internship fee and the cost of each item varies according to the student’s needs:

● Personal automobile transportation (having an automobile is strongly recommended but not mandatory)
● Personal reference texts, other media
● Personal computer
● Food
● Health insurance
● Housing
● Travel costs including liability for safety in travel to/from assigned rotations

Program Personnel and Responsibilities:

Dietetic Intern

● Enthusiastically participates and actively engages in the U-M SPH DI pre-professional supervised experience (see sample schedule above)
● Arrives at all rotations at the designated starting time
● Pays all required fees for the Internship
● Provides proof of immunization or antibodies to, the following:
  * TDAP (tetanus, diphtheria and pertussis)
  * TB test
  * Hepatitis B immunization
  * MMR, Rubella
  * Chicken Pox vaccine (or chicken pox antibodies)
● Provides DPD verification statement on the first day of orientation

Dress Code

Dietetic Interns are expected to both dress and have an appearance in a professional manner. The DI dress code excludes short skirts, crop tops, jeans, and shorts. In clinical settings, closed toe shoes are required. During the food service rotation, hair coverings, minimal jewelry, and closed toe shoes are also required. Site specific dress may be a requirement and is the intern’s responsibility to purchase or borrow such items.

Attendance Policy

Up to four absences are approved for the Dietetic Interns. Interns who are absent more than four times shall make up the time missed, according to preceptor availability.

Vacation and Holidays

All University of Michigan and national holidays are honored. Interns do not work on the seven University-designated holidays listed below:
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas

Customary religious holidays may be honored with the approval of the Internship Director. Approval for the holiday must be obtained prior to that holiday. Some rotation sites may also honor specific national holidays, e.g., Columbus Day and Veterans Day.

Required Signature Pages

After reading this handbook and reviewing the contracts presented during the first day of orientation, it is expected that the Dietetic Intern will provide signatures to various contracts in agreement with this handbook and other DI material.

Internship Director

- Maintain ACEND program accreditation
- Direct, organize, and supervise operational activities of the U-M SPH DI
- Complete ACEND verification statements for interns
- Coordinate rotations and any other educational activities

Site Preceptor(s)

- Provides supervised training according to required competencies for rotations
- Ensures a qualified professional(s) is available to provide guidance and supervision of the Dietetic Intern
- Evaluates Intern’s competencies in the required learning experiences with the assistance of the DI Director

Additional Materials

The following additional topics can be found on the U-M SPH DI Website and the electronic (Course tools) website version of the University of Michigan School of Public Health Dietetic Internship Handbook, which is available to program participants:

- Transportation
- Housing
- Financial Aid
- DI Grievance Procedure
- ACEND Eligibility Requirements and Accreditation Standards for DI Programs
- ADA Code of Ethics and Standards of Professional Practice
- Inclement Weather
Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.